



Maryland Historical Trust

MARYLAND HISTORICAL TRUST

HISTORIC PRESERVATION GRANT PROGRAM

FISCAL YEAR 2013

NON-CAPITAL GRANT APPLICATION GUIDELINES & INSTRUCTIONS

DEADLINE

December 2, 2011 – Intention to Apply Due (post-marked)
March 30, 2012 – Completed Application Due (post-marked)

FOR GRANTS UP TO \$50,000

Maryland Department of Planning
Richard Eberhart Hall, Secretary
Matthew Power, Deputy Secretary

www.planning.maryland.gov
www.mht.maryland.gov

Maryland Historical Trust

100 Community Place
Crownsville, MD 21032

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410-514-7625 or 1-800-756-0119 ext. 7625
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Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor

**FISCAL YEAR 2013 MARYLAND HISTORICAL TRUST GRANT FUND
NON-CAPITAL HISTORIC PRESERVATION GRANT
APPLICATION AND INSTRUCTIONS**

INTENTION TO APPLY DEADLINE: DECEMBER 2, 2011 (post-marked)

FULL APPLICATION DEADLINE: MARCH 30, 2012 (post-marked)

The Maryland Historical Trust is dedicated to preserving and interpreting the legacy of Maryland's past. Through research, conservation, and education, the Maryland Historical Trust assists the people of Maryland in understanding their historical and cultural heritage.

The Maryland Historical Trust is an agency of the Maryland Department of Planning (MDP). The Maryland Department of Planning promotes growth that fosters vibrant, livable communities, preserves and protects the environment, and makes efficient use of State resources.

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INTRODUCTION

The Maryland Historical Trust (MHT) Grant Fund is a source of funding to assist and encourage efforts to study, acquire and preserve historic properties and to support the upgrade, care, research, interpretation, documentation and display of Maryland's historical and cultural museums and collections. The Fund is solely supported through an annual appropriation from the Maryland General Assembly. As such, the amount of grant funds available may vary from year to year. The Fund generally supports three types of grants: Non-Capital Historic Preservation, Capital Historic Preservation, and Museum Advancement grants.

Non-Capital grants are available to nonprofit organizations and local governments for research, survey, planning and educational activities involving architectural, archeological or cultural resources. Eligible activities may include the development of preservation plans, architectural, archeological, or cultural resource surveys, educational outreach programs and National Register nominations. Eligible projects should seek to preserve the tangible remains of Maryland's past in a manner that is consistent with MHT's standards and guidelines. Please contact Nicole Diehlmann at 410-514-7625 or ndiehlmann@mdp.state.md.us for more information or to receive additional copies of this grant application.

Museum Advancement grants are designed to help non-State owned historical and cultural museums to research and care for historical objects; to research, design and install exhibitions; to create education programs; and to market the museum for local and tourism audiences. Please contact Mary Alexander at 410-514-7622 or malexander@mdp.state.md.us for more information or to receive copies of Museum Advancement Grant applications.

The MHT Capital Historic Preservation Grant Program, for projects including acquisition, rehabilitation, or restoration of historic property, is no longer accepting applications due to a lack of funding for staff to administer the program.

Application materials for MHT grants may be downloaded from the MHT website at:
<http://www.mht.maryland.gov/grants.html>.

The total amount of funds available in the MHT Grant Fund for FY 2013 is unknown prior to approval of the Trust's FY 2013 budget by the Maryland General Assembly. In FY 2012, the MHT Grant Fund received an appropriation of \$40,000 from the General Assembly. The following is general information about the Non-Capital Historic Preservation Grant Program and instructions for completing the application.

**This application has changed from previous years.
Review the guidelines thoroughly.**

**There are three separate documents you must obtain to complete the FY 2013
Non-Capital Grant application. These documents are:**

- 1. FY 2013 Non-Capital Grant Application Guidelines and Instructions**
- 2. FY 2013 Non-Capital Grant Application**
- 3. FY 2013 MHT Intention to Apply Form**

ELIGIBLE APPLICANTS

Nonprofit organizations and local jurisdictions are eligible to apply for MHT Non-Capital grant funding. Nonprofit organizations must be in good standing with the State of Maryland Department of Assessments and Taxation, be qualified to do business in Maryland, and have the legal capacity and authority to incur obligations under the grant program. Organization status information can be obtained by contacting the State Department of Assessments and Taxation (SDAT) at 301 W. Preston Street, Baltimore, MD 21201, 410-767-1184, or through its website at www.dat.state.md.us.

MAXIMUM GRANT AWARD

Individual Non-Capital grant awards generally range from \$5,000 to \$50,000, with the average award in FY 2012 being \$20,400. The maximum Non-Capital grant award is **\$50,000**.

ELIGIBLE PROJECTS FOR THE NON-CAPITAL GRANT PROGRAM

Non-Capital grants are available for research, survey, documentation, conservation, planning and educational activities involving historic, architectural, archeological or cultural resources (i.e., the tangible remains of Maryland's past). ***It is strongly recommended that you contact MHT staff to discuss your project prior to submission of an application.*** Activities most commonly supported by Non-Capital grant funds include:

- ◆ Identifying, documenting and evaluating standing structures through broad-based comprehensive surveys completed by qualified professionals to MHT's *Standards and Guidelines for Architectural and Historical Investigations in Maryland*;
- ◆ Conducting broad-based, comprehensive archeological investigations to identify, evaluate and/or document the full range of prehistoric and/or historic archeological resources in a defined region of the State;
- ◆ Researching, documenting and evaluating individual historic and archeological sites that are listed or eligible for listing on the National Register of Historic Places (e.g., historic structures reports and Historic American Buildings Survey (HABS) documentation);
- ◆ Documenting oral traditions and cultural heritage in historic communities and traditional occupations as they may relate to historic places, especially in underserved communities (the curation of objects or collections is not an eligible activity);
- ◆ Preparing nominations to the National Register of Historic Places for historic districts or thematic groups of historic and cultural resources, or for highly significant individual properties;
- ◆ Conducting thematic research that supports historic context development for more effective evaluation and protection of architectural, archeological or cultural resources;
- ◆ Enhancing existing, systematically assembled (through excavation or survey) archeological collections from Maryland;
- ◆ Undertaking regional, thematic or interdisciplinary projects to locate, identify, evaluate and prioritize heritage resources to aid in planning for the protection of these resources during federal or State emergency response actions;
- ◆ Developing preservation elements for local comprehensive growth management plans;
- ◆ Developing design guidelines for historic districts and preservation commissions in communities that have historic area zoning ordinances consistent with the Annotated Code of Maryland, Article 66B, Section 8;
- ◆ Producing heritage education materials directly related to architectural, archeological or cultural resources, ranging from publications to multimedia presentations;
- ◆ Conducting programs specifically designed to engage the public in Maryland archeology, historic preservation and cultural conservation;
- ◆ Preparing publications for a scholarly or general audience summarizing the current state of knowledge of Maryland's architectural, archeological and cultural history at the statewide and regional level based on research and documentation developed in conjunction with MHT; and
- ◆ Conducting resource specific studies that determine the fiscal impact and potential of heritage preservation activities (i.e., preservation plans, feasibility studies and assessments) for properties that are listed in or eligible for listing on the National Register of Historic Places.

Archival projects that seek to conserve or catalog historic collections are not eligible for Non-Capital Grant funding.

Publication of previously completed manuscripts is not an eligible activity, unless the research was conducted under the auspices of MHT.

Interdisciplinary projects are encouraged!

In FY 2013, special priority will be given to projects located within state certified Priority Funding Areas (PFAs) or to those projects located outside of PFAs that will result in the protection of significant historical and cultural resources and the conservation of an area's rural landscape and character. Special priority will also be given to broad-based preservation planning initiatives that assist local governments in guiding appropriate development or redevelopment within their jurisdictions. Applications for projects that address these priorities will receive special consideration in the application ranking process. To determine whether your site is located within a PFA, go to PFA On-line Mapping at: <http://planning.maryland.gov/OurProducts/pfamap.shtml>. The "View Priority Funding Areas Online" button will provide you with a map of all PFAs in the state. The map legend, located in the header, will indicate that PFAs are mapped in gold. If you have difficulties determining whether or not your site is located within a PFA, please contact Angela Butler-Perkins of the Maryland Department of Planning, Planning Services, at 410-767-4087 or abutler@mdp.state.md.us.

Applicants are strongly encouraged to contact MHT staff prior to application submission to discuss project eligibility and the proposed scope of work.

PROGRAM REQUIREMENTS

Non-Capital grant projects must be consistent with preservation best practices and meet high preservation standards. All projects must be completed according to the following standards and guidelines:

- Architectural and archeological research, survey and documentation projects must be consistent with the *Standards and Guidelines for Architectural and Historical Investigations in Maryland* or the *Standards and Guidelines for Archeological Investigations in Maryland*. These documents are available on the MHT website at http://www.mht.maryland.gov/documents/PDF/Survey_standards_architecture_web.pdf and http://www.mht.maryland.gov/documents/PDF/Archeology_standards_investigations.pdf. Reconnaissance (or "windshield") level surveys will rarely be funded.
- For archeological investigations that result in the recovery of artifacts, the application must state where and how the artifacts will be conserved and stored. Artifacts must be conserved in a qualified facility, such as the Maryland Archaeological Conservation Laboratory, according to the *Standards and Guidelines, Technical Update No. 1: Collections and Conservation Standards* (Revised, July 1, 2005). This document is available on the MHT website at http://mht.maryland.gov/documents/PDF/Archeology_standards_curation.pdf.
- Personnel performing architectural and archeological research, survey and documentation projects must meet the minimum requirements of the *Secretary of the Interior's Professional Qualification Standards* under 36 CFR 61 (available on the web at http://www.cr.nps.gov/local-law/Prof_Qual_83.htm).
- For projects involving only one resource (i.e., Historic structure reports, preservation/restoration plans, feasibility studies, etc.), that resource must be listed on the National Register of Historic Places or determined by the Director of MHT to be eligible for such listing. To find out if your property is listed on the National Register of Historic Places visit the MHT website at <http://mht.maryland.gov/nr/index.html> or contact Jan Gowing at 410-514-7644 or jgowing@mdp.state.md.us.
- For projects with GIS or spatial data development, the grantee must provide copies of all databases, image files and GIS files developed under the grant. Format requirements are:
 1. Databases must be provided in Microsoft Access format, accompanied by a data dictionary.
 2. Image files must be in .tif or .geotiff format, accompanied by metadata.
 3. GIS files must be in .shp format, preferably in Maryland State Plane NAD83 meters, accompanied by federally compliant metadata.

ELIGIBLE COSTS

MHT grant funds must be used for costs **directly** related to research, survey, planning and educational activities involving architectural, archeological or cultural resources. Any costs included in the project budget must be justified in the project narrative. See page 13, budget, for additional guidance. Eligible costs include:

- **Salary and Wages:** Salaries must be reasonable and customary for the work undertaken, but may include fringe benefits such as health insurance costs. The budget must show the total salary/wage for each individual at an hourly or daily rate (e.g., \$50/hour for 100 hours for a total cost of \$5,000).
- **Consultant fees:** Consultant fees are eligible as lump sum contracts, however the application and budget must detail and justify all work items included under the contract.

- **Contractual Services:** Contractual services may include items such as photography, printing and production costs. The budget and project narrative must detail and justify these costs.
- **Materials and Supplies:** The project narrative and budget must justify and detail these costs.
- **Travel:** Mileage costs must be billed at the State-approved rate (\$0.51/mile). Other travel costs must be reasonable and appropriate for the geographic region.
- **Purchase of Equipment:** Purchase of equipment necessary for the completion of the project is an eligible cost; however, equipment that has a useful life that will extend beyond the period of the grant (i.e., computers, printers, cameras, etc.) is strongly discouraged, and may be subject to recapture by MHT. The cost of equipment purchase is eligible as cash match.

INELIGIBLE COSTS

MHT grant funds may not be used to pay for the following items:

- Legal fees;
- Insurance premiums;
- Appraisal fees;
- Operating costs, including existing staff salaries and overhead expenses;
- Food or beverage costs;
- Payment to any MHT staff and Board of Trustees members; and
- *Costs incurred or work accomplished prior to the approval of the MHT grant. The expected approval date for FY 2013 Non-Capital grants is September 1, 2012.*

MATCHING REQUIREMENTS

For grants to **local jurisdictions**, a dollar-for-dollar match is required of the grant recipient. This match may consist of cash, an equivalent dollar value of in-kind contributions or a combination of both. In most cases, projects which provide an equivalent cash match will be given preference in selection for funding. For Fiscal Year 2013, nonprofit organizations are exempt from matching requirements. However, match is strongly recommended and the existence of matching funds will enhance the competitiveness of the application. If awarded funding, applicants will be required to document all matching funds shown in the project budget.

PROJECT SELECTION CRITERIA

In accordance with the Open Project Selection Process Evaluation Criteria, as provided for in COMAR 05.08.01, Non-Capital grant proposals will be reviewed using the thirteen criteria outlined below. The Trust may assign differing weights to the criteria. A multidisciplinary committee of MHT staff evaluates each proposal on the merits of its method, goals, and products, with careful attention to the budget and demonstrated experience of the applicant in managing grant funds. Typically, a successful application clearly demonstrates that the project will make a significant contribution to meeting the stated goals of both MHT and the local preservation community, and that the grant will be managed carefully in a professional manner. The application should address how the project meets each of the following criteria:

- **SIGNIFICANCE:** What architectural, archeological or cultural significance to the nation, State or local community does the affected resource possess? Explain how the project will provide new information and lead to a better understanding of the State's architectural, archeological or cultural heritage.
- **URGENCY:** Explain how the architectural, archeological or cultural resource is imminently endangered (i.e., by development pressures, erosion, neglect, age, illness) or if there is a unique window of opportunity for the completion of the project.
- **PROJECT DESIGN:** Are project goals realistic within the proposed time frame and budget? Will the project provide a complete product (if one phase of a multi-year project, this refers to the completeness of this year's phase alone)? How does the project address the most pressing needs and assure continued viability of the architectural, archeological or cultural resource(s)? Does the proposal articulate a cohesive, stand-alone project which addresses specific goals or research questions? Can the results of this project be built upon in successive phases? Is the project consistent with the mission and goals of the Maryland Historical Trust? Is the budget realistic for the proposed project? Do all itemized budget items directly relate to needs described in the proposed scope of work? Are the costs reasonable and customary? Are the costs eligible?
- **PROTECTIVE VALUE:** Explain how the proposed project contributes to the long-term preservation, conservation or documentation of the architectural, archeological or cultural resource(s) or Maryland's heritage overall. How does the project provide concrete action to protect, conserve or document the resource(s)? How can the results of the project be used as part of local, State or federal planning efforts?

- **EDUCATIONAL OUTREACH VALUE:** How permanent and far reaching is the educational component of the project? Will the project raise awareness of historical, architectural, archeological or cultural resources and promote the preservation of such resources?
- **INNOVATION VALUE:** Does the project utilize methods or techniques that are transferable for statewide, regional or local application? Does the project have potential to be a "model"? Can the methodology or products be used to help others? Will it produce a product unique for quality and innovation?
- **PROJECT IMPACT:** Is the project intended to stimulate or prompt other architectural, archeological or cultural resource preservation, conservation, documentation or educational projects or programs throughout the community and/or professional preservation support? Is there local government support for the project?
- **PROFESSIONAL CAPABILITY:** Does the personnel for the project have the necessary training, education, and experience to carry out specific project goals? (i.e., recognized in field, does high quality work, accomplishes work on time, experience applicable to the subject.).
- **ADMINISTRATIVE CAPABILITY:** Do the project sponsor and administrative personnel have a record of successfully administering grant monies, meeting project deadlines and following established procedures?
- **PROJECT READINESS:** Can the project begin on schedule and will match be in hand when needed?
- **MATCHING FUNDS:** Does the sponsoring organization provide any match for the project? How much cash and/or in-kind support is being offered by the sponsor?
- **EQUITABLE GEOGRAPHIC DISTRIBUTION:** (determined by MHT staff) Will the project contribute an equitable geographic distribution of funds based upon the distribution of previous awards, U.S. Census data and National Register listings?
- **FY 2013 SPECIAL PRIORITIES:** Is the project located within a Priority Funding Area (PFA)? Will the project result in the protection of significant historical and cultural resources and the conservation of an area's rural landscape and character? Is the project a broad-based preservation planning initiative that will assist local governments in guiding appropriate development or redevelopment within their jurisdictions?

TERMS AND CONDITIONS

All applicants awarded grants through the program will be required to enter into a grant agreement with the Department of Planning (MDP or Department) and agree to the following standard terms and conditions:

- **Grant Term:** The period of the grant should not exceed the end date shown in the timetable of the grant agreement unless MHT staff agrees in writing to an extension of the grant period. Projects generally should be completed within twenty-four (24) months of the execution date of the grant agreement.
- **Grant Disbursement:** Grant disbursement will be made as the project progresses, according to a disbursement schedule established in a grant agreement between MDP and the grantee. Disbursement will occur based upon requests for payment submitted by the grant recipient in a form satisfactory to the Department and upon fulfillment of the other requirements of the grant agreement.
- **Compliance:** All grant recipients are required to comply with the Maryland Historical Trust Historic Preservation Grant Program regulations (COMAR 05.08.01). These regulations require the applicant to comply with all applicable statutes, ordinances, executive orders, regulations and other laws regarding drug, alcohol, and smoke-free workplaces, disabled access, equal opportunity in employment, housing, and credit practices, and prohibiting discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status, sexual orientation, or physical and/or mental disabilities in any aspect of the grant. These may include: (1) Titles VI and VII of the Civil Rights Act of 1964, as amended; (2) Title VIII of the Civil Rights Act of 1968, as amended; (3) The Governor's Code of Fair Practices, as amended; and (4) The Department's Minority Business Enterprise Program, as amended. Those applicants who wish to secure additional information about these compliance requirements may contact Non-Capital Grant program staff.
- **Program Administration:** If it is determined by the Department that the grantee is not complying with any of the requirements of the program or the grant agreement, the Secretary of the Department may terminate the grant, refuse to make additional grant disbursements, or suspend or debar a grantee from further program participation. Each grantee shall agree to abide by the project scope of services, timetable and budget approved by the program. A grantee shall request in writing permission from Non-Capital Grant program staff for any deviation from the approved project scope of services, timetable and/or budget.
- **Acknowledgement of Support:** The grantee agrees to include in any material based on or developed under the grant the following credit line: "This publication has been financed in part with State Funds from the Maryland Historical Trust, an agency of the Maryland Department of Planning. However, the contents and opinions do not necessarily reflect the views or policies of the Maryland Historical Trust or the Maryland Department of Planning."

- ♦ **Grantee Administration:** Grantees, contractors, and subcontractors must maintain their books, accounts, and records, using normally accepted accounting procedures, and must file with the Department those financial and other reports, as the Department may require from time to time. All of these books, accounts and records must be open to inspection by representatives of the Department or other agencies of the State during reasonable working hours before, during, or after the period of time during which grant proceeds are expended. Grantees must make their administrative offices and personnel – whether full-time, part-time, consultants, or volunteers – available to the Department upon request. Books, accounts, and records of contractors and subcontractors must be maintained and made available for inspection for **up to five (5) years** after either the date of grantee's final expenditure of grant proceeds or the termination of the contractual relationship between the Department and the grantee, whichever is later.
- ♦ **Final Report:** Grantees must submit a final report, as well as any interim reports required by the Department, documenting project progress and evaluating project effectiveness. Grantees will be expected to include as part of the final report documentation to the satisfaction of the Department of all expenses related to the Grant – both MHT grant funds and grantee match.

Non-Capital Grant program staff is available to assist applicants with any questions they may have about the above terms and conditions.

EMERGENCY GRANTS

Up to twenty percent (20%) of the total MHT Grant Fund may be reserved each year to help meet emergency needs that may arise statewide. Emergency needs are immediate needs for historic preservation that arise because of unpredictable or unforeseen situations, or are projects that provide a special opportunity to engage in historic preservation activities within a narrow time frame. These funds are available on a first-come, first-served basis throughout the year. Those in need of emergency funding during Fiscal Year 2013 must complete the appropriate program application and submit all requested supporting information as though applying at the beginning of the grant cycle. Among the types of projects which are eligible for MHT emergency funds are those projects that provide for historic building documentation; the acquisition of threatened buildings, sites, or collections; or archeological data recovery for at risk heritage resources.

GRANT PROGRAM SCHEDULE

The application and selection process will follow this established schedule:

Fall 2011	Official Announcement of Grant Availability MHT staff assistance is available for application consultation, project planning, and identifying sources of alternate and matching funding. It is strongly recommended that applicants contact MHT staff prior to submitting an application.
December 2, 2011	Intention to Apply Forms Due Intention to Apply forms must be downloaded as a separate document from the MHT website at http://www.mht.maryland.gov/grants.html . Intention to Apply forms must be post-marked on or before December 2, 2011 . The forms may be submitted in one of three ways: via mail (USPS, UPS, or FedEx); via fax, or via email. Please see the Intention to Apply form for more direction. It is understood that data included on the December 10 th Intention to Apply submittal is likely to change by the time that the full application is submitted in March.
March 30, 2012	Full Application Due Fully completed applications must be post-marked on or before March 30, 2012 . The Application must include the application form and all required attachments. <i>Applicants must submit one original and ten (10) copies of the application to MHT.</i> In addition, applicants must submit an electronic version of the application form to ndiehlmann@mdp.state.md.us .
May – June 2012	Evaluation of Applications Completed MHT staff presents the results of their evaluation to the MHT Board of Trustees. The Board reviews the proposed awards and makes recommendations to the Secretary of Planning for final approval of each grant.
Fall 2012	Award Announcements/Earliest Project Start

IMPORTANT APPLICATION INFORMATION

Applicants must submit one (1) signed original and ten (10) copies of the Non-Capital Grant application and all attachments to the Maryland Historical Trust. The grant application must be stapled or clipped in the left-hand corner and **have the first page of the grant application as the top sheet.** Do not submit applications in binders or as spiral bound books. Do not include a cover letter, table of contents or separator pages between sections. In addition, grantees must submit an electronic version of the application form to Nicole Diehlmann at ndiehlmann@mdp.state.md.us.

Please note that, should a grant be awarded to a nonprofit corporation, the applicant must submit one copy of the applicant's Articles of Incorporation and Bylaws to MHT prior to the drafting of a Grant Agreement.

All materials submitted in the application packet become the property of MHT and will not be returned.

Please closely read the following application instructions, particularly the sections regarding the project budget and methodology. Failure to correctly complete the application form could jeopardize your competitiveness for funding.

APPLICATION ASSISTANCE

For your convenience, these instructions, the Non-Capital Grant Application and the FY 2013 MHT Intent to Apply form are available on the Internet at <http://www.mht.maryland.gov/grants.html>. It is highly beneficial for applicants to contact MHT staff to discuss project proposals prior to submission of an application. For assistance in developing a scope of work and budget for your proposal please contact the MHT staff member responsible for your project discipline:

Archeology—Maureen Kavanagh, 410-514-7660 or mkavanagh@mdp.state.md.us

Architectural Survey—Thomas Reinhart, 410-514-7645 or treinhart@mdp.state.md.us

All other projects—Nicole Diehlmann, 410-514-7625 or ndiehlmann@mdp.state.md.us

For assistance in the preparation of your application, please contact Nicole A. Diehlmann at 410-514-7625 or ndiehlmann@mdp.state.md.us.

DEADLINE

There are two deadlines for MHT Non-Capital Historic Preservation grant applications. The FY 2013 MHT Intention to Apply form must be postmarked by **December 2, 2011**. The Intention to Apply form may be submitted via email, fax or mail. See the Intention to Apply form for more direction. Applicants who fail to submit an Intention to Apply form may still submit a complete application package.

Fiscal Year 2013 completed Non-Capital Grant application packages must be submitted via mail (e.g., United States Postal Service, UPS, Federal Express). All application packages must be postmarked by **March 30, 2012**. MHT strongly recommends submitting application packages by registered mail. **Hand-delivered applications will not be accepted.** In addition, grantees must submit an electronic version of the application form to Nicole Diehlmann at ndiehlmann@mdp.state.md.us. Submission of an electronic version is not a substitute for the required paper application. An application will not be considered complete unless an original paper application, with all required copies, is received by the Trust postmarked no later than March 30, 2012.

Send the completed application by **March 30, 2012** (postmarked), to:

Nicole A. Diehlmann
Chief, Office of Preservation Planning and Museum Programs
Maryland Historical Trust
100 Community Place
Crownsville, MD 21032-2023

APPLICATION INSTRUCTIONS

The following are detailed instructions for completing the MHT Non-Capital Historic Preservation Grant application form, which must be downloaded separately from the MHT website at <http://www.mht.maryland.gov/grants.html>. Please contact the MHT Non-Capital Grant Administrator if you have any questions regarding this application. Applicants must use this form to complete the application process. ***Failure to follow directions or submit all required materials will result in an application that is not competitive in the selection process.***

Part I – GENERAL INFORMATION

1. Applicant Information

- Indicate the name of the nonprofit organization or authorized local government agency or jurisdiction. The name provided should be the legal name of the organization, agency, or unit of government which would receive the grant funds if awarded.
- Indicate the mailing address of the applicant organization or local government jurisdiction.
- Indicate the street address of the applicant if different than the mailing address.
- Indicate the Maryland county in which the applicant is located.
- Include the Maryland State legislative district & subdistrict (A, B, or C, if applicable) of the applicant. It is important that the applicant's correct legislative district is indicated. If you are unsure of your district, please contact your local library for this information or visit the Maryland General Assembly website at www.mlis.state.md.us. Not all State districts will have subdistricts. If your project will affect more than one State legislative district, please list all districts that will be affected.
- Include your organization's EIN number (federal employer identification number). This nine-digit number is assigned by the Internal Revenue Service and usually begins with 52-_____.
- Include the applicant organization's website if applicable.

2. Project Contact Person Information

- Indicate the name and title of the individual who will serve as the contact person for the grant. The contact person should be someone very familiar with the application.
- Indicate the mailing address of the contact person if different from the applicant's mailing address.
- Indicate the daytime phone number(s) of the contact person.
- Indicate the email address of the contact person.

3. Project Information

- a. Enter either the title of the project or the name of the property under consideration. The project title should be short, yet descriptive of the project.
- b. Indicate the location of the project if different from the applicant's street address.
- c. Indicate whether the project is located within a state certified Priority Funding Area (PFA). PFAs are locations where the State and local governments want to target their efforts to encourage and support economic development and new growth. To find out whether your project is located within a PFA, visit the Maryland Department of Planning website at: <http://planning.maryland.gov/OurProducts/pfamap.shtml>.
- d. Indicate the focus of the project for which funding is sought. Applicants may **only pick one** primary project focus. The three categories are described below:
 - ♦ **Research and Documentation Projects** are those projects that seek to research and document Maryland's historic architectural, archeological or cultural resources in a manner that is generally consistent with MHT-approved standards and guidelines (e.g., *Standards and Guidelines for Archeological Investigations in Maryland* and *Standards and Guidelines for Architectural and Historical Investigations in Maryland*). Typical research and documentation projects include, but are not limited to: identifying, documenting and evaluating standing structures through broad-based comprehensive surveys; conducting broad-based, comprehensive archeological investigations to identify, evaluate and document the full range of prehistoric and/or historic archeological resources in a defined region of the State; research, documentation and evaluation of individual historic and archeological sites (e.g., historic structures reports and HABS documentation); documenting oral traditions and cultural heritage in historic communities and traditional occupations as they may relate to standing structures and historic communities; the preparation of nominations to the National Register of Historic Places; and, thematic research supporting historic context development.

- ♦ **Education Projects** are those projects that seek to raise public understanding of Maryland's architectural, archeological or cultural resources. Projects should result in products that are publicly accessible and target as broad an audience as possible. Typical education projects include, but are not limited to: producing heritage education materials that highlight Maryland's architectural, archeological and cultural history; conducting programs specifically designed to engage the public in Maryland archeology and historic preservation; and preparing publications for a scholarly or general audience summarizing the current state of knowledge of Maryland's architectural, archeological and cultural history at the statewide and regional level.
 - ♦ **Preservation Planning Projects** are those projects undertaken by local governments and nonprofit organizations to assist local preservation planning efforts or to provide preservation planning-related products of benefit to the local government or community. Project products should be utilized by local governments and/or nonprofit organizations to more effectively preserve historic and cultural resources according to preservation best practices. Typical preservation planning projects include, but are not limited to: development of preservation plans, or preservation components of local comprehensive plans; creation of design guidelines for a local historic preservation commission; development or expansion of local historic preservation programs; and, completion of studies determining the fiscal impact and potential of heritage preservation activities and resources.
- e. Briefly summarize your project in the space provided, clearly stating the goals of the project and how the goals will be attained. For example, "The [name of non-profit or local government] will secure the expertise of an architectural historian to conduct a historic sites survey in the communities of _____. A research design, final report, and approximately 40 MHT Maryland Inventory of Historic Property forms will be produced. The development of a detailed inventory of the area's heritage resources is the needed first step towards the creation of a comprehensive historic preservation plan for the area." The electronic application limits this section to no more than 500 characters. **DO NOT ADD PAGES TO THE BRIEF SUMMARY. Part I must not exceed one page.**

4. Project Budget

- ♦ Indicate the amount of grant funds requested from MHT on line A.
- ♦ Indicate the amount of cash match the applicant will provide for the project on line B.
- ♦ Indicate the amount of in-kind contributions the applicant will provide for the project on line C.
- ♦ Add lines B and C to equal line D, the total applicant contribution to the project.
- ♦ Indicate the total project cost. This should equal the sum of money requested from MHT plus the total of anticipated cash and in-kind contributions from the applicant (this will be the sum of lines A and D). **Ensure that these numbers match those on the budget form in Part III of this application.**
- ♦ Please note that MHT grant funds may not be used to pay for costs incurred prior to MHT's awarding of the grant (generally September 1).

Part II – PROJECT DESCRIPTION

The project description consists of eleven questions regarding project work. Answer the questions completely, yet concisely. ***Work described in the narrative must directly relate to items shown in the project budget.*** When completing this section, ensure that the answers reflect MHT's Project Selection Criteria (listed on page 5). **The entire project description must not exceed seven (7) pages.** Do not use a font smaller than 10 point.

5. Project Overview

Use this section to describe what you hope to accomplish with this project and explain why your project is important to the preservation, documentation and/or interpretation of Maryland's historical and cultural resources. Describe how the project is consistent with MHT's goals and objectives contained in *The Maryland Historic Preservation Plan 2005* (<http://mht.maryland.gov/documents/PDF/Preservationplan05.pdf>). MHT's goals include: encouraging heritage resource protection throughout the State; increasing public awareness and appreciation of Maryland's architectural, archeological, or cultural heritage; and, providing the necessary tools to preserve Maryland's heritage resources. Explain what previous work has been conducted related to the project and how this project will provide new information and build on our current understanding of Maryland's architectural, archeological and cultural history.

6. Project Phases

- A. State whether the entire project will be completed with this grant or if it is part of a multi-phase project. For example, because of the large number of resources, many county-wide architectural surveys are completed over a series of

- years. The research and documentation completed in one year is one distinct phase of the overall project.
- B. If the project is phased, state for which project phase funding is sought (i.e., phase 1 of 3).
- C. State whether MHT has funded previous phases of work.
- D. Briefly describe each project phase of the overall project (in two to three sentences), noting what work has been accomplished to date. Explain how the phase for which you are seeking funding relates to the overall project.

NOTE: For multi-phased projects, the project budget, methodology and timeline should only include activities for the project phase for which you are seeking funding.

7. Significance of Affected Resources

- A. State whether the project involves a property listed in, or determined by the Director of MHT to be eligible for listing in, the National Register of Historic Places. National Register listings in Maryland can be found on the MHT website at <http://mht.maryland.gov/nr/index.html>.
- B. If the project will affect only one historic resource, state the property name and address. Include street address, city and zip code.
- C. Use this section to describe the architectural, archeological or cultural resource(s) affected by the project. Explain how the resource(s) possesses architectural, archeological or cultural significance to the nation, state or local community.

8. Need

- A. Explain how the affected architectural, archeological or cultural resource(s) is imminently endangered (i.e., by development pressures, erosion, neglect, age, illness, etc.). Explain what risk there is to the resource if the project is not completed now.
- B. Describe how the project will result in the long-term preservation, conservation or documentation of architectural, archeological or cultural resources or Maryland's heritage overall. Describe how the project will provide concrete action to protect, conserve or document the resources (e.g., through actions such as intensive level survey, National Register nomination, local landmark/district designation, or easement donation).
- C. State if there is a unique window of opportunity for the completion of the project (e.g., available scholar, other complementary projects) and explain what that opportunity is.

9. Project Impact

Describe the impact the project will have on the resource itself and in the greater community. Explain how the project will stimulate other architectural, archeological or cultural resource preservation, conservation, documentation or educational projects or programs throughout the community. State if the project has potential to be a "model" or if the methodology or product can be used to help others. Describe the permanent and far reaching educational components of the project. Explain how the project will raise public awareness of historical and cultural resources and promote the preservation of such resources.

10. Project Methodology

State the goals of the project and describe how your organization will complete the project, outlining each step used to achieve your goals. This section should include an indication of the essential events in implementing your project. These may include events such as distributing a request for proposals, hiring of a consultant, review of project products by MHT staff and submission of project products. The information contained in this section is critical to MHT's understanding of the project. Be as specific as possible in describing how your project will be completed.

Use this section to justify all costs listed in the budget and describe how you will meet all required standards and guidelines.

11. Project Timetable

- A. State whether the project is ready to begin upon approval from MHT (mostly likely September 1, 2012).
- B. List specific deadlines for each step shown in your project methodology (e.g., October 15, 2012 – Request for Proposals distributed). Projects generally should not start until a signed grant agreement is in place with MHT. Therefore, the timetable should not show the project starting prior to October 1, 2012. MHT grant funds cannot be used to pay for work completed or costs incurred prior to the approval of the MHT grant. This date varies from year to year, but generally occurs around September 1.

12. Project Products and Outcomes

Indicate what tangible products you will generate as a result of this project (e.g., National Register of Historic Places nomination, oral history documentation, historic preservation plan, archeological investigation report, fifty MHT Maryland Inventory of Historic Places forms, manuscript for publication, design guidelines, etc.). If no tangible products will be produced by this project, describe what outcome you hope to achieve with this project (e.g., increased awareness of heritage preservation issues in your community, better educated citizenry, etc.).

13. Project Personnel

- A. **Project Coordination:** State who will direct the project and who will be responsible for the various components of fieldwork, writing analysis, etc. Describe the qualifications of the project staff. ***Personnel performing architectural and archeological research, survey and documentation projects must meet the minimum requirements under the Secretary of the Interior's Professional Qualification Standards under 36 CFR 61 (available on the web at http://www.cr.nps.gov/local-law/Prof_Qual_83.htm or from MHT).***
- B. **Grants Management:** Describe your organization's administrative and financial experience and ability to manage a grant of this type. List the name, title, address, daytime phone number and email address of the individual(s) who will be managing this grant, if awarded.
- C. **Personnel Resumes:** Applicants must enclose the resumes of those people who will perform key project tasks such as consultants and project monitors, or stipulate that project personnel have yet to be selected. Attach resumes of potential project personnel to the application. ***Resumes must be limited to one or two pages of experience relevant to the project. Longer curriculum vitae are not acceptable.*** Attach resumes at the back of the application form.

14. Project Focus

All applicants must **pick one** primary focus for their project, choosing among *Research and Documentation*, *Education* or *Preservation Planning*. The primary focus must be the same category chosen in question 3.d. The three categories are as follows:

- A. **Research and Documentation Projects:** Explain how the project will document Maryland's architectural, archeological or cultural resources in a manner that is generally consistent with MHT-approved standards and guidelines (e.g., *Standards and Guidelines for Archeological Investigations in Maryland* and *Standards and Guidelines for Architectural and Historical Investigations in Maryland*). If applicable, describe how project products will be used as a basis for preservation planning initiatives and/or as foundation for a long-lasting, widely-distributed educational product (e.g., published inventory book, exhibit, etc.). See page 9 for a list of typical *Research and Documentation* projects.
- B. **Educational Projects:** Explain how project products will raise public understanding of Maryland's architectural, archeological or cultural resources. State who you expect the audience for this project to be. Describe the impact you expect the project to have (i.e., how permanent and far reaching is the educational component of the project?). Educational projects should result in products that are publicly accessible and target as broad an audience as possible. See page 10 for a list of typical *Education* projects.
- C. **Preservation Planning Projects:** Describe how the project will assist local preservation planning efforts or support the development of preservation planning-related materials for the local government or community. Explain how project products will be utilized by local governments and/or nonprofit organizations to more effectively preserve historic and cultural resources according to preservation best practices. See page 10 for a list of typical *Preservation Planning* projects.

15. Project Funding

- A. Use this section to describe how you arrived at the figures shown in the project budget (i.e., cost estimates from consultants, prices obtained from suppliers, hourly rates of staff and volunteers, etc.). Attempt to obtain the most accurate cost data possible for your project budget.
- B. Identify and describe the source, type, and amount of funds currently in hand by your organization for this project. Documentation that these funds are in hand must be submitted as part of this application. This documentation may consist of a financial statement, commitment letter or other proof that the applicant has matching funds or in-kind support dedicated for the project. Attach this documentation to the end of your

application form. *Please note that State of Maryland funds from another program or agency (e.g., Community Legacy, Heritage Areas Authority, etc.) cannot be used as required grantee contributions to MHT Grant Fund projects.*

- C. Identify and describe the source, type, and amount of funds your organization does not currently have in hand, but reasonably expects to have available for this project prior to September 1, 2012.

Part III – PROJECT BUDGET

16. The project budget is the most critical part of your application. Prepare a realistic budget for the proposed project. The budget should specify such expense categories as personnel, travel, equipment, supplies, rental costs, etc. Only costs *directly* related to the project should be included in the project. A justification for all costs should be included in the project methodology [see page 11]. Typical budget items include:

- **Project Personnel:** Salaries for project personnel must be reasonable and customary for the work undertaken, but may include fringe benefits such as health insurance costs. The budget must list the names and titles of project workers in the “Line Items” column. If no personnel has been selected for the project, put “to be hired” in the “Line Items” column. The budget must show the total salary/wage for each individual working on the project broken down into the number of hours times their hourly rate (i.e., \$50/hour for 100 hours for a total cost of \$5,000). If one person will be performing multiple tasks on the project, breakdown the hours spent on each task (e.g., researching, reporting writing, etc.). It is acceptable to provide a daily rate, however, the rate for all staff shown in the budget must be presented in a consistent manner (i.e., all staff at their hourly rate, or all staff at their daily rate). This figure should be placed in the “Itemized Cost Breakdown” column. The salaries of person(s) currently on staff and identified as project personnel will be considered as cash match only if their involvement with the project is outside of the scope of their normally assigned duties. Otherwise, that salary cost should be considered as in-kind match. In-kind volunteer and intern labor must also be quantified in the budget. The budget should show the number of volunteers, with names if available, times hours contributed. Volunteer time can be valued at the rate determined by Independent Sector (www.independentsector.org/programs/research/volunteer_time.html). As of October 2011, that rate for Maryland is \$22.32/hour.
- **Consultant fees:** Lump sum consultant contracts are permissible; however the application and budget must detail all work items included under the contract. Use the “Line Items” column to provide information regarding the contract. Consultant contracts should generally be awarded through an RFP or other competitive selection process.
- **Contractual Services:** Contractual services may include items such as photography, printing, production costs and equipment rental. When possible, those costs should be broken down into per unit costs (i.e., rental cost/day, cost/print, etc.). Contractual services should be chosen through a competitive selection process. Put this information in the “Itemized Cost Breakdown” column.
- **Materials and Supplies:** The project narrative and budget must justify these costs. Provide as much information as possible in the “Line Items” and “Itemized Cost Breakdown” columns.
- **Travel:** Mileage must be billed at the State-approved rate (\$0.51/mile). Daily meal reimbursement must be billed at no more than the State-approved rate of \$41/day. Lodging and other travel costs must be reasonable for the location.
- **Purchase of Equipment:** Purchase of equipment necessary for the completion of the project is an eligible cost; however, equipment that has a useful life that will extend beyond the period of the grant (i.e., computers, printers, cameras, etc.) is strongly discouraged, and may be subject to recapture by MHT. The cost of equipment purchase is eligible as cash match.

MHT grant funds may not be used to pay for the following items: legal fees; insurance premiums; appraisal fees; operating costs, including existing staff salaries and overhead expenses; and food or beverage costs. These items may, however, be considered toward an applicant’s matching contribution. Payment to MHT staff and Board of Trustees members is not eligible. *Under no circumstances should the budget include any costs incurred prior to the approval of the MHT grant. The expected approval date for FY 2013 Non-Capital grants is September 1, 2012.* MHT grant funds will not be available to grantees until a grant agreement has been fully executed between both parties. This can be a protracted process and may not be completed until the end of 2012.

The “Itemized Cost Breakdown” column should be used to detail how you arrived at budget figures, e.g., 50 hours of staff time at \$50/hour, 200 miles traveled at \$0.50/mile, lump sum consultant contract, etc.

If your application involves multiple, unrelated projects, the budget must include a separate breakdown for each project.

The following sample budget is provided to illustrate the format MHT grant project budgets **MUST** follow. Typically, proposed budgets include more line items and fewer round numbers, but the format remains essentially the same. Keep the budget to one page. *See the sample budget below for additional information.* If you have any questions regarding your project budget, please contact MHT staff.

Ensure that budget numbers match those in Part I, Section 4, of this application.

17. Identify each source(s) of non-State funding for the project, both cash and in-kind. If more than one organization is providing support, identify each organization and the kind and amount of match. Should an application prove successful, grantees will be required to provide documentation of all costs shown in the project budget, both MHT grant funds and grantee matching funds. The dollar amounts shown in Section 17 should equal the amounts under “project funding” in Section 15. *See the sample budget for more details.*

SAMPLE BUDGET

LINE ITEMS	ITEMIZED COST BREAKDOWN	MHT GRANT FUNDING	OTHER PROJECT FUNDING		TOTAL
			CASH	IN-KIND SUPPORT	
PERSONNEL					
Ima Preservationist Principal Investigator	Competitively bid lump sum contract	\$10,000			\$10,000
Martha Watcher, Project Monitor	\$40/hour X 50 hours			\$2,000	\$2,000
Jack Draw, Draftsman	\$40/hour X 40 hours			\$1,600	\$1,600
Betsy Smith, Secretary	\$10/hour X 100 hours			\$1,000	\$1,000
PHOTO/DUPLICATION					
Photography	350 prints X \$10/print		\$3,500		\$3,500
Photocopying	150 copies @ \$0.10/copy			\$150	\$150
TRAVEL	3,000 miles@ \$.50/mile		\$1,500		\$1,500
SUPPLIES				\$250	\$250
TOTALS:		\$10,000	\$5,000	\$5,000	\$20,000

Donor: Applicant Organization
Kind: Cash
Amount: \$5,000

Donor: Applicant Organization
Kind: In-Kind (photocopying and supplies)
Amount: \$400

Donor: Applicant Organization
Kind: In-Kind (project monitor, draftsman, secretary)
Amount: \$4,600

Part IV – SUPPORT LETTERS & AUTHORIZATIONS

18. Letters of Support

Each application must include at least two (2) letters of support from local governments, organizations, or institutions that may benefit from the project. It is highly recommended that a support letter be submitted from the highest-ranking official(s) of the jurisdiction in which the project will be located as well as from local members of the Maryland General Assembly. Letters of support may be addressed to J. Rodney Little, Director, Maryland Historical Trust, 100 Community Place, Crownsville, MD 21032. Attach these to the end of the application.

19. Public Information Disclosure Statement

The Trust intends to make information available to the public regarding grant requests under the Maryland Historical Trust Grant Fund programs. Information contained in this application may be confidential under Maryland's Access to Public Records Act. If you consider your information confidential and do not want it made available to the public, you must indicate so in writing and attach your objection to this application. By initialing in the space indicated, you agree that not attaching an objection constitutes your consent to the information being made available to the public and serves as a waiver of any rights you may have under the Act regarding this information. The person who signs this disclosure must have the legal authority to obligate the applicant.

Please be advised that in accordance with provisions of Executive Order 01.01.1983.18, if your application contains any information that may constitute personal information as defined below, you should be aware of the following:

- ♦ Any personal information (“personal information” means any information about a natural person or his/her immediate family which identifies or describes any characteristics including but not limited to education, financial transactions or worth, medical history, criminal or employment record or things done by or to that natural person or his/her immediate family) requested by the Maryland Historical Trust (MHT) and supplied by the applicant will be used principally for MHT’s determination of the feasibility of the application;
- ♦ Failure to accurately and adequately supply requested information may seriously jeopardize MHT approval of the application;
- ♦ MHT will permit the subjects of any personal information in an application to inspect, amend, and correct such personal information;
- ♦ Any document supplied to or obtained by MHT may be a public record generally available for public inspection under the Maryland Public Information Act and COMAR 05.01.02; however, under Maryland’s Access to Public Records Act, trade secrets, information privileged by law, confidential commercial data, and records describing an individual person’s finances may not be disclosed; and,
- ♦ Personal information supplied to MHT in an application may be shared with other state, local, or federal government agencies involved with the proposed financing or project.

20. Authorization Statement

All applicants must sign this statement declaring that all information contained in the application is true and accurate to the best of their knowledge. The person who signs this statement must have the legal authority to obligate the applicant.

21. Application Checklist

Use this checklist to ensure that the grant application is complete. To be considered complete, all application packages must include a Non-Capital Grant application form, resumes of key project personnel, two letters of support for the project, and proof of matching funds. Applicants must submit one original and ten (10) copies of the completed application package. Applicants must also submit an electronic version of the application form to Nicole Diehlmann at ndiehlmann@mdp.state.md.us. Incomplete applications may not be reviewed.